

Match the Message

Notice how a writer changes language for different readers.

6.6.H "respond orally or in writing with appropriate register, vocabulary, tone, and voice; and"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline two words or phrases that sound casual in Eli's message to his teammates. Circle two words or phrases that sound formal or respectful in his email to Ms. Ortiz, then number the notice detail that explains why he needs another meeting space.

A Place to Meet

- ① On Tuesday, the Riverbend Library announced that its after-school study room would close at 5:00 p.m. for the next two weeks. The notice explained that workers were repairing a leaking pipe near the room. Sixth grader Eli Tran often met his robotics team there at 5:15. He reread the notice, checked the repair dates, and talked with his teammates. They worried that younger members would not have a quiet place to finish their designs before Friday's contest.
- ② Eli first sent a message to his teammates: "Hi team, the study room is closing early while it gets fixed. Could we meet in the community center classroom on Thursday? I can bring the cardboard and tape. Let me know what works!" His teammates replied with ideas and chose Thursday. Then Eli decided to contact Ms. Ortiz, the library director, about the following week. He wanted to ask whether the team could use another library space after school.
- ③ Eli wrote: "Dear Ms. Ortiz, I am writing on behalf of the Riverbend Robotics Team. We understand that the study room must close during the pipe repair. Our team is preparing for a contest on Friday, and several members rely on the library after school. Would it be possible to reserve the history room from 5:15 to 6:00 next Tuesday? Thank you for considering our request. Sincerely, Eli Tran." The next morning, Ms. Ortiz offered the history room.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Who is the audience for each of Eli's messages? Which audience needs more formal language?

2 Copy two words or phrases from Eli's message to his teammates that fit a casual message to peers.

3 Which question from Eli's email would be a better fit for writing to Ms. Ortiz than for texting his teammates? Copy it.

4 Which sentence in Eli's email acknowledges the library's situation in a respectful tone? Copy it.

3 YOUR TURN _____ Your own words

Your community center announces that its art room will close at 4:30 for three days while new lights are installed. Your poster club meets at 5:00. Write a 45-60 word email to the center manager asking for another place to meet. Use a formal greeting and closing, state one relevant detail, and make a polite, specific request.

PART 1 • READ AND MARK

Underline two words or phrases that sound casual in Eli's message to his teammates. Circle two words or phrases that sound formal or respectful in his email to Ms. Ortiz, then number the notice detail that explains why he needs another meeting space. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the audience for each of Eli's messages? Which audience needs more formal language?	The first message is for Eli's teammates. The second message is for Ms. Ortiz, the library director. Ms. Ortiz needs more formal language.
2	Copy two words or phrases from Eli's message to his teammates that fit a casual message to peers.	Answers may include "Hi team," "I can bring the cardboard and tape," and "Let me know what works!"
3	Which question from Eli's email would be a better fit for writing to Ms. Ortiz than for texting his teammates? Copy it.	"Would it be possible to reserve the history room from 5:15 to 6:00 next Tuesday?"
4	Which sentence in Eli's email acknowledges the library's situation in a respectful tone? Copy it.	"We understand that the study room must close during the pipe repair."

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Mr. Bell, Our poster club meets at 5:00, but the art room will close at 4:30 while new lights are installed. Would it be possible for us to use the multipurpose room on Wednesday? We will leave the space clean. Thank you for considering our request. Sincerely, Nia

Accept other correctly copied casual language in Question 2 and other passage-based evidence of formal, respectful voice. For the open response, accept 45-60 words that use an appropriate formal register, include the closure detail, make a specific polite request, and include a greeting and closing.